

## Meeting Information

**Meeting Name:** AP5 Accounts Payable Vouchers 2  
**Scribe:** DeVal Lott  
**Facilitator:** Kyle Morton  
**Date:** April 14, 2005  
**Time:** 1:00pm – 4:20pm  
**Location:** Suite 1616 West Tower

## Invitees/Attendees

+ In attendance, - Absent, # Substitute, \*Other

	Name	Organization/Department	Substituting For
+	Chris Thomas	Forestry	
+	Sharon Lockett	Corrections	
+	Jayne Neal	DOAS	
-	Anita Hunnicutt	DOAS	
-	Randy Trowell	DOE	
+	Sherry Carr	DJJ	
+	Norma Routh	DNR	
+	Vita Jordan	DJJ	
+	Gary McElroy	Pardon & Parole	
+	Elaine Williams	Pardon & Parole	
+	Dorothy Tarrer	DMVS	
-	John Sartain	DHR	
-	Amy Morgan	DHR	
-	Kathy Morey	DCH	
+	Van Green	DOT	
+	Denise Thompson	DTAE	



	Name	Organization/Department	Substituting For
-	Cheryl Head	DHR	
-	Faye Hindson	DHR	
+	Renee Martin	DOAS	
-	Sharon Peavy	DCH	
+	Denise Vlasak	DTAE	
-	Brent Knowles	Audits	
#	Brenda Davis	DCH	Sharon Peavy
*	Janice Brown	SAO	
#	Cynthia Franklin	DOE	Randy Trowell
#	Edna Ashford	DOE	
#	Brunette Lampley	DHR	Amy Morgan
	<b>Project Staff</b>		<b>Role</b>
+	Kyle Morton	Accenture	AP Lead
+	Henrietta Adams	SAO	AP Lead
+	Rick Housworth	SAO	PO Lead

## Agenda

Item No.	Topic	Presenter
1.	Introduction	Kyle Morton
2.	Project Guiding Principles	Kyle Morton
3.	Meeting Handouts	Kyle Morton
4.	Topics for Discussion	Kyle Morton/Henrietta Adams
4A	7.0 Voucher Screen Shots	Henrietta Adams



Item No.	Topic	Presenter
4B	Vouchers for Travel	Kyle Morton
4C	Third Party Travel vouchers	Kyle Morton
4D	Reversal voucher	Kyle Morton
4E	Template voucher	Kyle Morton
4F	Recurring Voucher contracts	Kyle Morton
4G	Partial and Final Liquidation for PO Vouchers	Kyle Morton
4H	Freight on vouchers	Kyle Morton
4I	Voucher budget exceptions	Kyle Morton
4J	1099 Vouchers and adjustments	Kyle Morton
5	Conclusion	Kyle Morton

## Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
1,2,3	Introduction, Project Guiding Principles, Meeting Handouts Introductions were made, principles of a fit gap session were discussed with the new participants and the meeting handouts were discussed.
4	Topics for Discussion
4A	7.02 Voucher Screen Shots Voucher screen shots were discussed for each of the voucher topics listed below.



Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
4B	<p><b>Vouchers for Travel</b></p> <p>The 7.02 voucher was discussed. There are no customizations in version 7.02 for travel vouchers.</p> <p>Travel Vouchers in 8.8 – There will be no social security numbers visible in version 8.8 and no search capability on social security numbers will be allowed with the exception of employees with an active 1099 status. The employee ID number will be utilized for search capability for employees that do not have a 1099 active status.. The “open item” field will be utilized to tie the account number used to the employee record whose travel is being recorded. The ‘open item’ field will be a required field in version 8.8. The agencies would like to have the employee ID number to default from the vendor file to the ‘open item’ field. <b>(See Action Item # 1)</b></p> <p>The ‘open item’ functionality serves to track travel advances and is used as an inquiry only page.?</p> <p>SAO recommends that an adjustment voucher style be used to tie travel advances to expenditures. There is one customized field on an adjustment voucher (in version 7.02) which relates to travel advances. The “related voucher” field was customized to be a required field where the travel advance will be tied to the travel expenditure for an employee.</p> <p>It is also recommended that a voucher style of ‘Journal Voucher’ be used for expenditures where the employee receives no reimbursement of funds.</p> <p>Most agencies have already changed their travel forms to reflect the employee ID number instead of the employee social security number.</p>
4C	<p><b>Third Party Voucher Payments</b></p> <p>The 7.02 voucher was discussed. There are two customized fields on the Line Information and Charges panel. The customized fields are a 3<sup>rd</sup> Party Checkbox and a Recipient field. The recipient field relates to the vendor ID. New vendor additions must go through overnight processing in order to be recognized as recipients. If the employee ID could be used instead of the recipient field, the problem of waiting for overnight processing in order to pay new employees would be eliminated. When viewing the open item reference page, it was requested that the vendor or employee name be displayed on the open item search page. <b>(See Action Item #2)</b> The employee ID field would need to be limited by business unit. <b>(See Action Item # 3)</b></p> <p>A discussion ensued wherein the employee ID’s of other agencies (namely UGA) are not available within the PeopleSoft system to be recognized as recipients for payment of travel to employees of other state agencies. In version 7.02, these recipients must be entered as vendors in the statewide vendor file. <b>(See Parking Lot # 1)</b></p>



Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
4D	<p><b>Reversal Voucher</b></p> <p>This is new functionality in version 8.8. A reversal voucher is used to restore an encumbrance to a purchase order (instead of returning the funds directly to budget) when the voucher is closed as long as the purchase order itself is still in an open status. If the voucher has been matched, the process will also un-match the purchase order and the voucher. The exception to this rule is if the purchase order has been closed or completed, the funds will go directly back into the budget.</p> <p>Group consensus: Some agencies liked the new functionality and some didn't.</p>
4E	<p><b>Template Voucher</b></p> <p>In version 7.02, a template voucher is posted and paid and is processed by vendor ID.</p> <p>In version 8.8, a template voucher style is not posted nor paid. They are used only to copy from and may be changed by the user. They are still processed by vendor ID.</p> <p>Templates may be entered with zero dollars and may be deleted in version 8.8.</p> <p>Group Consensus: The participants favored this new functionality in using templates and asked that there not be a limit to the number of templates that can be utilized by each business unit. <b>(See Action Item # 4)</b>. Some agencies asked that they be permitted to 'clean up' their template listing prior to upgrade. <b>(See Action Item # 5)</b></p>
4F	<p><b>Recurring Voucher Contracts</b></p> <p>There are no customizations to recurring voucher contracts in version 7.02.</p> <p>Differences in version 8.8 relate to the contract ID number. The contract ID number will have 20 digits/characters each.</p> <p>A discussion ensued wherein the participant agencies were not using this functionality because the individual vouchers would be budget checked immediately (and appear in the budget ledgers) but would not go to the General ledger until payment was made which makes the two ledgers out of balance. SAO will research a way to get each individual vouchers to budget check in each period instead of all at one time. <b>(See Action Item #6)</b></p> <p>Group Consensus: Agencies will not use auto numbering on contracts in version 8.8. Each agency will give every contract a name instead of a number.</p>



Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
4G	<p><b>Partial &amp; Final Liquidation for PO Vouchers</b></p> <p>There are no customizations to version 7.02 in the 'final reference' checkbox. When this checkbox is clicked on, the panel and the checkbox immediately gray out.</p> <p>In version 8.8, new functionality will allow viewing of vouchers that make up expensed amount on the budget inquiry pages. (General Ledger module pages)</p> <p>When a PO voucher is less than the amount of the purchase order and it is known that the remaining encumbrance will not be expensed, the user can relieve the outstanding encumbrance for the entire purchase order or line by line. After the PO is copied to the voucher, the user will click the finalize button at either the header or on each line of the voucher. If later, it is determined that the remaining amount should be expensed, and the Purchase Order has not closed, the 'undo' finalize button may be clicked to restore the encumbrance to the purchase order. The purchase order may then be vouchered again. If the Purchase order has been closed/completed, you can not undo a finalize action.</p>
4H	<p><b>Freight on Vouchers</b></p> <p>There is one customization relating to freight on vouchers. The "freight" field on the header panel was grayed out. Freight related expenses are placed on the voucher and/or Purchase Order as an additional line in version 7.02.</p> <p>In version 8.8, freight can be added at the header level or at the distribution line level and prorated or non-prorated to the voucher lines. When freight is prorated, the freight amount is charged to the account selected on the distribution line. When freight is non-prorated, it will be charged to the freight account on the accounting entry template. The default value is "non-prorated".</p>
4I	<p><b>Voucher Budget Exceptions</b></p> <p>There were no customizations made to version 7.02 for voucher budget exceptions.</p> <p>Reviewing budget exceptions in version 8.8 is similar to version 7.02 in that you can access the voucher and then determine why the voucher failed budget checking. There is new functionality in version 8.8, such as being able to drill down to the budget for the chartfields that were entered onto the voucher. There is also the ability to access the budget and view all budget errors for that budget.</p> <p>A discussion was held after viewing version 8.8 functionality, concerning the viewing of the individual voucher lines that were in error status. Research by SAO will be conducted to determine if the individual voucher lines will be accessible to view the budget exception errors. <b>(See Action Item # 7)</b></p>



Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
4J	<p><b>1099 Vouchers &amp; Adjustments</b></p> <p>There were no customizations made to 1099 processing in version 7.02. 1099 information defaulted to the voucher when a vendor was 1099 applicable. Adjustments were made to 1099 information by entering a negative amount in order to reverse a voucher amount. Individual vouchers were corrected if necessary in version 7.02.</p> <p>New terminology: 1099 = withholding. In version 8.8, the vendor will be a withholding vendor and the 1099 information will default from the vendor location. Adjustments will still be processed at the voucher level but in order to adjust the 1099 amount for a vendor, a zero amount will be used to back out the incorrect amount or reduce the payment amount. Also in version 8.8, all vouchers for a particular vendor may be corrected at the same time by business unit.</p> <p>1099 ledgers will still be updated once per quarter during the calendar year. The 1099 Summary and the 1099 Detail reports will be available in version 8.8.</p> <p>A discussion was held concerning the 'mass update' capability in version 8.8. It was asked if during a mass update, one of the 1099 vendors was currently "not" a 1099 vendor (previously was 1099 applicable), would the mass update work? SAO will test this and update group at a later time. <b>(See Action Item # 8)</b></p> <p>Overall consensus of group: favorable to new functionality.</p>
5	<p><b>Conclusion</b></p> <p>Action items and parking lot items were discussed and the meeting was adjourned.</p>

## Action Item Review

Action Item (AI) No.	Date Open	Description	Action/Response
AI1.	4/14/05	Default employee ID for vendor on travel advance.	The 'open item' field will be a required field in version 8.8. The agencies would like to have the employee ID number to default from the vendor file to the 'open item' field. Requirement number 842.
AI2.	4/14/05	Add employee/vendor name next to open item field on the Review Open Item Status page.	Requirement 843.



Fit Gap Session Meeting Summary

AP5 – Accounts Payable Vouchers 2

Action Item (AI) No.	Date Open	Description	Action/Response
AI3.	4/14/05	Limit employee ID by Business Unit on third party travel	Employee ID's will need to be limited viewing by business unit. Requirement 844.
AI4.	4/14/05	Do not limit the number of templates for a business unit	Agencies asked that there not be a limit on the number of templates used by each business unit. There are no limits to the number of templates
AI5.	4/14/05	Conversion of templates or not converted	Agencies asked to be able to 'clean up' their template list prior to upgrade. Requirement 845.
AI6.	4/14/05	Recurring voucher contracts (when vouchers hit budget)	Agencies are not currently using this functionality because the individual vouchers would be budget checked immediately (and appear in the budget ledgers) but would go to the General ledger until payment was made which makes the two ledgers out of balance. SAO will research a way to get each individual vouchers to budget check in each period instead of all at one time. Requirement 846.
AI7.	4/14/05	Voucher line numbers for budget exceptions.	Research by SAO will be conducted to determine if the individual voucher lines will be accessible to view the budget exception errors. It can be viewed on the transactions exceptions page.
AI8.	4/14/05	Check on mass adjustment of 1099 information for non-1099 vendors	Will the mass update work if one of the 1099 vendors is currently "not" a 1099 vendor (previously was 1099 applicable) SAO will test this and update group at a later time. No, the vendor must currently be selected as a withholding vendor in order for an adjustment to be done to the vendor.



## Parking Lot items

Parking Lot Item No.	Parking Lot Items
PL1	Employee ID's for Board of Regents employees in HR – Agencies need to be able to enter any vendor ID into the "recipient" field on third party travel and the Board of Regents employees do not display for selection in this field because they are not a part of our PeopleSoft HR database.. Requirement 847.